



Assistant Technical Supervisor

Details

Job ID : 304

Title : Assistant Technical Supervisor

Job Code : 1305

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING DIVISION GOALS AND TIMELINES ARE MET THROUGH MANAGEMENT, LEADERSHIP AND MENTORING OF PERSONNEL AND EFFICIENT USE OF RESOURCES.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Work Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN A COMPUTER RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PLANS AND ADMINISTERS ALL ACTIVITIES RELATING TO THE MANAGEMENT OF DIVISION
- SUPERVISES AND COORDINATES ACTIVITIES OF TEAM MEMBERS IN DIVISION
- INTERPRETS ORGANIZATIONAL, DEPARTMENTAL AND DIVISION POLICIES TO TEAM MEMBERS AND ENFORCES SAFETY REGULATIONS
- ESTABLISHES OR ADJUSTS WORK PROCEDURES TO MEET DIVISION WORKLOAD
- RESPONSIBLE FOR ANALYZING AND RESOLVING WORK PROBLEMS OR ASSISTS TEAM MEMBERS IN RESOLVING PROBLEMS
- INITIATES OR SUGGESTS PLANS TO MOTIVATE TEAM MEMBERS TO ACHIEVE GOALS
- RECOMMENDS AND INITIATES PERSONNEL ACTIONS, SUCH AS PROMOTIONS, DISCHARGERS, TRANSFERS AND DISCIPLINARY ACTIONS
- PRODUCES DIVISION ACTIVITY REPORTS AND DOCUMENTS, AS REQUESTED
- ASSIST IN INTERVIEWING, SELECTING AND TRAINING DIVISION TEAM MEMBERS
- MAY SERVE ON VARIOUS ORGANIZATIONAL COMMITTEES, AS DIRECTED
- CONTACTS COURT OFFICIALS, STATE AGENCIES AND FIELD REPRESENTATIVES ABOUT DEPARTMENT ACTIVITIES
- OTHER DUTIES AS ASSIGNED